

Cafeteria Benefit Plan - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

Non-Elective Days - Ten paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401K) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Holidays - Eleven paid days per year.

SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest along with a resume detailing the required experience.

Resume packets should include the following:

Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and salary information.

Information must show that the candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

The names of the most highly qualified candidates will be submitted to the L.A. Coliseum Commissioners, for final selection.

NOTE: A background investigation will be completed on the candidate selected for this position.

HOW TO APPLY

Send resumes (email preferred) to Fanita Morris. Resumes will be considered as they are received. The recruitment will remain open until the position is filled.

Executive Office of the Board of Supervisors
HUMAN RESOURCES DIVISION
Kenneth Hahn Hall of Administration
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Los Angeles, CA 90012
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An Equal Opportunity/ADA Employer

Additional information about Los Angeles County can be found at www.lacounty.gov



RECRUITMENT FOR COLISEUM COMMISSION, EXECUTIVE DIRECTOR (DEPUTY EXECUTIVE OFFICER, BOARD SERVICES, UNCLASSIFIED)

Filing Period: July 23, 2014 - Until the needs are met

**Annual Salary: \$101,514 - \$153,650
(MAPP R12)**

L.A. MEMORIAL COLISEUM COMMISSION

The Coliseum and Sports Arena are under the authority of the Los Angeles Memorial Coliseum Commission, which was formed under the Joint Exercise of Powers Act on September 25, 1945. On July 29, 2013, the Los Angeles Memorial Coliseum Commission and the University of Southern California (USC) implemented the Second Amendment to the Lease and Agreement between the Coliseum Commission and USC which transfers to USC the responsibility for the long-term operation of both the Coliseum and Sports Arena facilities and the capital renewal of the Coliseum.

Under the current Joint Powers Authority (JPA) agreement (effective February 26, 2014), the Coliseum Commission consists of three voting members: one member appointed by the Mayor of the City of Los Angeles; one member appointed by the Los Angeles County Board of Supervisors; and one member appointed by the Governor of the State of California. The City Council President, Board of Supervisors and Governor also appoint one alternate each.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors (Board), including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. In addition the Executive Office supports and staffs various County commissions, committees, and task forces including the L.A. Memorial Coliseum Commission. As an interagency entity, assigned to the Executive Office, the Coliseum Commission has purview over the operations and management of the Commission, which provides administrative and technical support. The Department has a budget of \$119 million and includes funding for approximately 322 budgeted positions.

THE POSITION

This position will report to the Executive Officer of the Board of Supervisors for all administrative matters; and will serve as Director of the Los Angeles Memorial Coliseum Commission under the JPA agreement between the City of Los Angeles, the County of Los Angeles and the State of California.

KEY RESPONSIBILITIES

L.A. MEMORIAL COLISEUM COMMISSION

Serves as the chief administrative liaison for the Coliseum Commission, which includes elected officials; responds to Coliseum Commission Members requests and inquiries, as needed; and provides reports on significant activities and issues.

Directs staff operations and oversees the administration, coordination, and implementation of Commission activities, directives, policies, strategic planning, and programs.

Oversees the administration and monitoring of the University of Southern California-Coliseum Commission Lease, and all other L.A. Memorial Coliseum Commission agreements.

Attends meetings of governmental and private entities (e.g., Board of Directors of the California Science Center and Exposition Park Management, and the University of Southern California) as the Commission's representative.

Administers the L.A. Memorial Coliseum Commission public meetings.

Directs the preparation and administration of the Commission's budget and monitors the Commission's financial management, allocation, and expenditure control.

Identifies and analyzes highly complex operational, financial, and other relevant issues and makes recommendations on appropriate courses of action, including the development of administrative and fiscal policies and procedures to ensure appropriate internal controls, improving operations and addressing problems.

Prepares and/or directs the preparation of various documents and correspondence, often of a highly sensitive nature, in order to effectively carry out the work of the Commission.

Advises L.A. Memorial Coliseum Commission on fiscal matters and division policy.

Conducts highly technical financial analyses and projections.

Coordinates the work of the LA Memorial Coliseum Commission with those divisions, departments, and outside organizations to ensure integration of effort in achieving LA Memorial Coliseum Commission goals and objectives.

Approves complex or consolidated statements of net position, statements of cash flows, operating statements, claims for reimbursements and other complex and specialized financial reports.

Direct and/or perform various administrative duties (e.g., creating and maintaining files; receiving, processing, and routing documents; formatting standard documents) by appropriately applying federal and State laws, County and local ordinances and departmental policies and procedures in order to ensure all work complies with established guidelines and standards.

Plans, organizes, assigns and evaluates the work of staff.

MINIMUM REQUIREMENTS

THE CANDIDATE Education, Licenses and Experience

A Bachelor's degree from an accredited college or university in Business or Public Administration, Management, Finance, Accounting, Economics or a closely related field AND Five years of experience in a highly responsible administrative or management analysts position responsible for the analysis, preparation and ongoing administration of a departmental or organizational budget, accounting, fiscal or auditing program.

DESIRABLE QUALIFICATIONS

Skill and ability to effectively analyze and manage highly complex issues.

Ability to establish and maintain liaison with legislative bodies, governmental agencies, County departments, the public and other outside jurisdictions.

Leadership skills and the ability to handle multiple, highly sensitive programs and priorities concurrently.

Knowledge of government processes at the local, State and federal level.

Ability to analyze and resolve issues relating to administrative policies and procedures.

Strong written, oral presentation and communication skills.

Experience conducting presentations for government agencies related to budget and fiscal operations.

Knowledge of the rules, regulations and principles governing budget and fiscal operations.

Experience in preparing a wide variety of internal financial reports for management and government agencies.

COMPENSATION

The annualized salary range for this position is \$101,514 to \$153,650. The starting salary will depend on qualifications, salary history and career accomplishments. Specific salary placement will be based upon evaluation of a candidate's overall ability to provide exemplary leadership to the County. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 12.

In addition, Los Angeles County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

Retirement Plan - The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pension will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 - that is, someone first employed by the County on or after December 1, 2012 - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program - Tier 2. Details on the Tier 2 program will be provided upon request.